

SAT Procedural Checklist

School Year: _____

Student: _____ Parents: _____

Grade: _____ Teacher: _____ Home Phone: _____

Date

___ 1. Parent contacted regarding concerns _____

___ 2. Student Assistance form completed _____

___ 3. Parent Input completed _____

___ 4. Student Reports completed _____

___ 5. 1st SAT Meeting _____

a. Parents at meeting or contacted _____

___ 6. Follow up SAT (2nd) meeting _____

a. Parents at meeting or contacted _____

___ 7. Follow up SAT (3rd) meeting _____

a. Parents at meeting or contacted _____

___ 8. Follow up SAT (4th) meeting _____

a. Parents at meeting or contacted _____

___ 9. Follow up SAT (5th) meeting _____

a. Parents at meeting or contacted _____

___ 10. Student Discontinued due to progress _____

___ 11. Due Process & Parent Rights given _____

___ 12. Student referred for evaluation _____

___ 13. 504 Accommodation Plan _____